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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Retirement Regulation

A draft regulation governing administration of our proposed "early retirement" program was sent out on priority coordination 26 May. As of 28 May, only one reply had been received: concurrence from the Office of the DD/I.

2. Barbershop

A file has been located containing a number of inquiries about a barbershop concession which were received while headquarters building was under construction. We have drafted specifications (now being reviewed in the Office of Logistics and the Office of the General Counsel) to send to all of these individuals.

Two Congressional inquiries had been received but Joel Broyhill is the only one of them still in office. When the specifications have been approved, [REDACTED] of the Legislative Counsel's office will deliver copies to Mr. Broyhill's office.

3. Opening Game - Softball Season

The opening game in the Agency's Men's Softball League will be played on Wednesday, 3 June, at the Agency's field off Route 193. General Carter is scheduled to throw out the first ball. We are making a special effort to publicize this event so that interested employees may attend the game.

4. UBLIC

As of 29 May, [REDACTED] new applications for coverage (representing a face value of [REDACTED] and [REDACTED] applications for increased coverage (representing an increase of [REDACTED] in face value) had been approved. These increases make the total coverage under our UBLIC plan [REDACTED] which compares with FEGLI coverage of [REDACTED] for our employees.

5. Request for Detail for NSC

Bromley Smith has talked with Mr. Kirkpatrick to request the reimbursable detail of a fully cleared secretary, about the GS-6 level, to his office. The Administrative Officer, NSC, advises us that this secretary would work with and back-stop Mr. Smith's secretary. In addition, she would perform various duties in the office, including assisting two secretaries assigned to Mr. Bundy. We have started a check of on-duty personnel to identify a qualified candidate for this assignment.

6. Annual Conference of Society for Personnel Administration

[REDACTED] have been designated to attend the annual conference of the SPA in Washington, D.C., 17-19 June.

GROUP 1
Excluded from automatic
downgrading and
declassification

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7. Recruitment Brochure

The revised recruitment brochure has been sent to the printers for composition. As soon as galley proofs are available, a mock-up of the new issue will be sent to you for final review and approval.

8. Fund Drive for John F. Kennedy Memorial Library

As of the close of business 28 May, 203 contributions and pledges totalling \$362.58 (an average gift of \$1.79) had been received. This represents partial returns from 9 of 49 offices.

Emmett D. Echols
Director of Personnel

Distribution:

- 0 & 1 - Addressee
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- X - D/Pers subj
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